



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

April 19, 2019

Ms. Beryl Lipton
MuckRock News
DEPT MR 70828
411A Highland Avenue
Somerville, MA 02144-2516

RE: Freedom of Information Act Request
FOIA Control No.: 19-FI-HQ-01047

Dear Ms. Lipton:

This letter is in response to your Freedom of Information Act (FOIA) request dated and received on March 22, 2019. You asked for copies of the following materials related to the funding, staffing, and activities of the Department of Housing and Urban Development's Headquarters FOIA office:

1. Budget materials
 - a. For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.
2. Staffing orders/reports/contacts
 - a. For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices.
3. All staffing reports and plans for the year 2019
 - a. If reports are available for each month, such a version is preferred.
4. Contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request.
5. FOIA requester categories
 - a. for the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:
 - * commercial
 - * educational and noncommercial scientific institutions
 - * representative of news media requester
 - * all other requesters
 - If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

6. FOIA fee waivers
 - a. For the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted
7. FOIA fee collection
 - a. For the years 2017 and 2018, any report capturing the following information:
 - * total estimated processing and copy fees quoted to FOIA requesters.
 - * total processing and copy fees collected by this Bureau from each fee category.
 - If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points “FOIA requester categories” and “FOIA fee collection” if it captures the following information:
 - * FOIA tracking number
 - * requester fee category
 - * amount processing and copy fees associated with the request
 - * the status of the requester’s payment for the request

Your request is granted in full. Enclosed are copies of reports for the years 2017-2019 providing the requested information.

I am the official responsible for this determination based on information provided by the Department’s Office of the Executive Secretariat. You may appeal this determination within 90 days from the date of this letter. If you decide to appeal, your appeal should include copies of your original request and this response, as well as a discussion of the reasons supporting the appeal. With regard to Exemption 6, your appeal should address the nature of the overriding public interest in disclosure that outweighs the personal privacy interest protected by the exemption. The envelope should be plainly marked to indicate that it contains a FOIA appeal and be addressed to:

U.S. Department of Housing and Urban Development
 Attention: FOIA Appeals
 Office of Ethics and Appeals Law Division
 Office of General Counsel
 451 Seventh Street, SW, Suite 2130
 Washington, DC 20410

Telephone: (202) 708-3815

You may also submit your appeal online at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia/foiaappeals.

In addition, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
 National Archives and Records Administration
 8601 Adelphi Road-OGIS

College Park, Maryland 20740-6001

Telephone: 202-741-5770; toll free at 1-877-684-6448

FAX: 202-741-5769

Email: ogis@nara.gov

For your information, your FOIA request, including your identity and any information made available, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release personal information, such as home address, telephone number, or Social Security number, all of which are protected from disclosure under FOIA Exemption 6.

If you have any questions regarding your request, you may contact me at (202) 402-4315. Thank you for your interest in the Department's programs and policies.

Sincerely,

Eugene McGirt

Eugene McGirt
Government Information Specialist

Enclosures